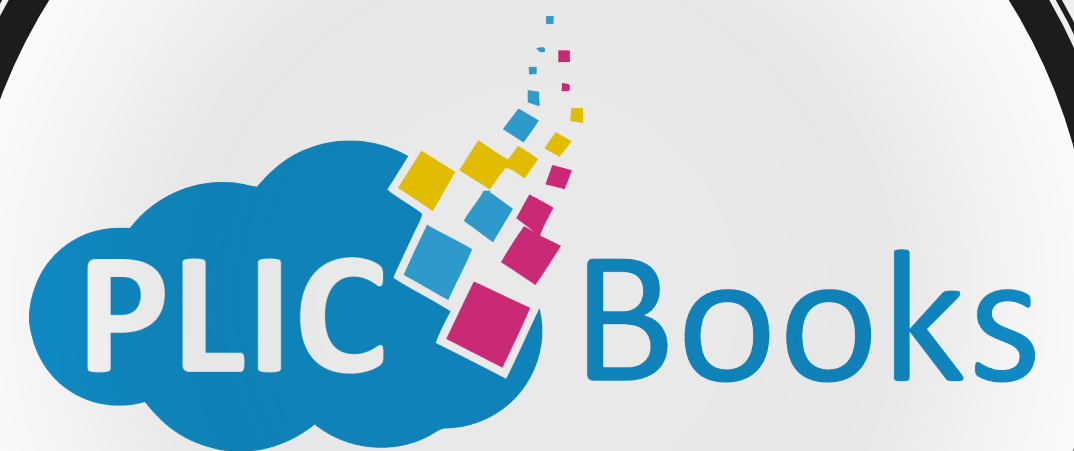
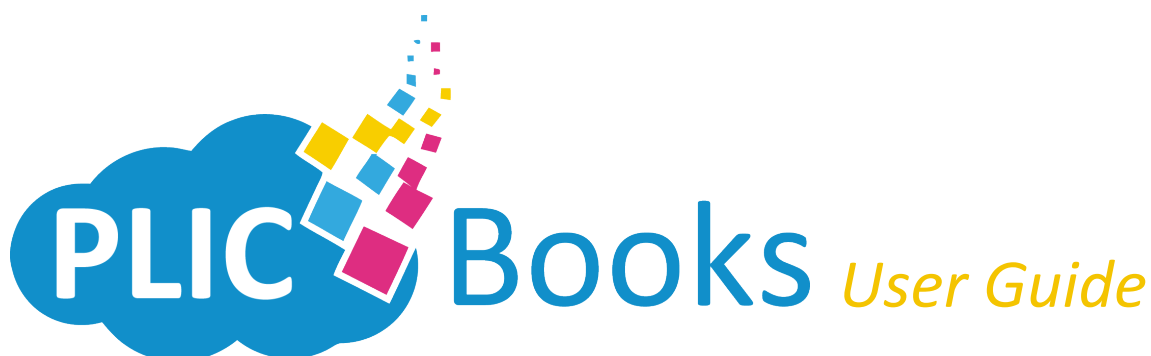




User Guide

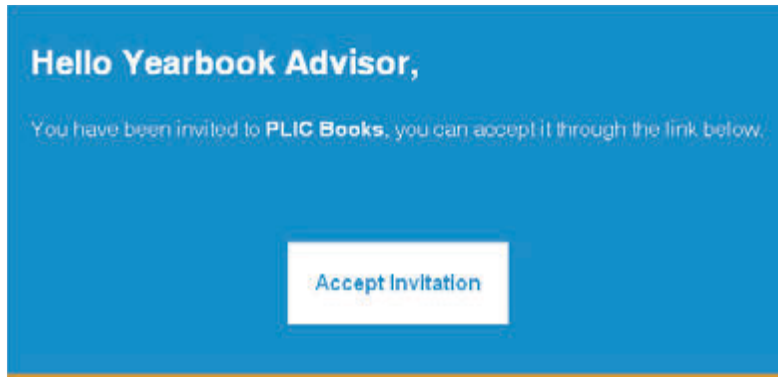


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Getting Started

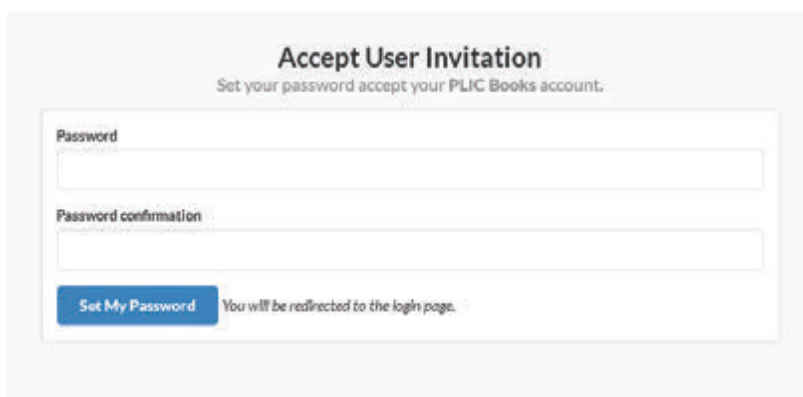
You will receive an email stating Strawbridge Studios has created an account for you on PLICBooks. Click the Accept Invitation link to take you to the registration site. Your account will not be created until you access this link and set your password.



Note: A quality internet connection is required to submit completed yearbooks to your lab for processing. We recommend being connected to the internet via hardwire, rather than through a wireless connection, to ensure accuracy of your orders.

Set Your Password

The very first thing you will need to do is set up a password. Once you have entered a unique password, click the blue Set My Password button.

A screenshot of a web form titled "Accept User Invitation" with the subtitle "Set your password accept your PLIC Books account." The form has two input fields: "Password" and "Password confirmation". Below the fields is a blue button labeled "Set My Password". To the right of the button, there is a small text note: "You will be redirected to the login page."

Note: Keep a note of your password somewhere. We do not have access to look up any password information for you.

Users

By default, your user will be the only user listed under the *Users* menu. To create more users, click the green *Create User* button.



Completely fill out the new user's information including their *Full Name* and *Email address*. Click the *Organization* box to select your organization name from the drop down that appears. You then must choose a *Role* for this user. These roles are:

1. **School Advisor** – This role will allow the user to be able to create new users, change roles of existing users, edit any unlocked pages, view any of the yearbooks, approve/disapprove of individual pages, upload candid images for any of the users to use, create previews and submit the yearbook for production.
2. **User** – This role will allow the user to view yearbooks, edit any unlocked pages and upload candid images for any of the users to use.
3. **Proofer** – This role will allow the user to view yearbooks and approve/disapprove individual pages.
4. **Photographer** – This role will allow the user to upload candid images for any of the users to use.

A screenshot of the 'Create User' form. It has four input fields: 'Full Name', 'Email', 'Organization', and 'Role'. The 'Role' field is a dropdown menu that is open, showing four options: 'School Advisor', 'User', 'Proofer', and 'Photographer'. The 'Full Name' field contains the text 'Full Name', the 'Email' field contains 'Email', and the 'Organization' field contains 'Organization'.

At any time you can edit the user's role by clicking the green Edit Role button under *Actions*.



Incoming Candid

PLICBooks has made it easy for you to receive images from parents, teachers, students etc. for candid images throughout the school year. By creating a unique URL for them to upload images to you, PLICBooks has made adding images directly for you to choose from a breeze.

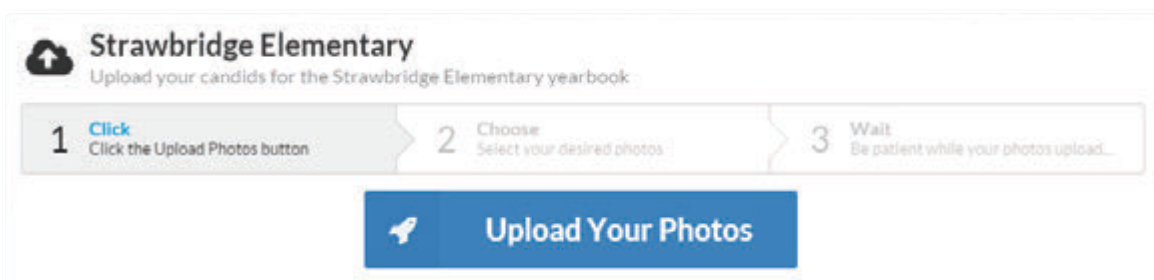
Creating a Unique URL

1. Under your Menu, select *Incoming Candid*.
2. Select your school you wish to have your guests upload to by selecting it under your gray *Schools* button.
3. Click the blue *Get Guest URL* button.
4. PLICBooks will create a unique *Guest URL*. Simply copy this URL and share it to those who wish to upload images to you.



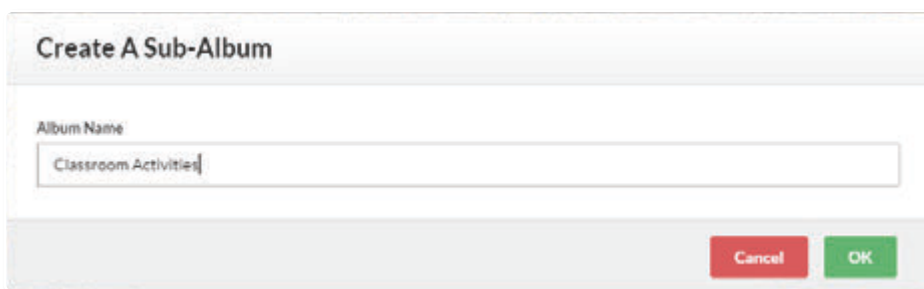
Uploading Images Using the Unique URL

1. Open the unique URL created by PLICBooks – you will be taken to the upload screen.
2. Click the blue Upload Your Photos button and select which images you wish to upload.
3. Once you have selected all the images you wish to upload, click the green Start Uploading button – You will see your images begin uploading.
4. Once the upload process is finished you will get a notification saying *Uploads Finished*.



Selecting and Organizing your Candids

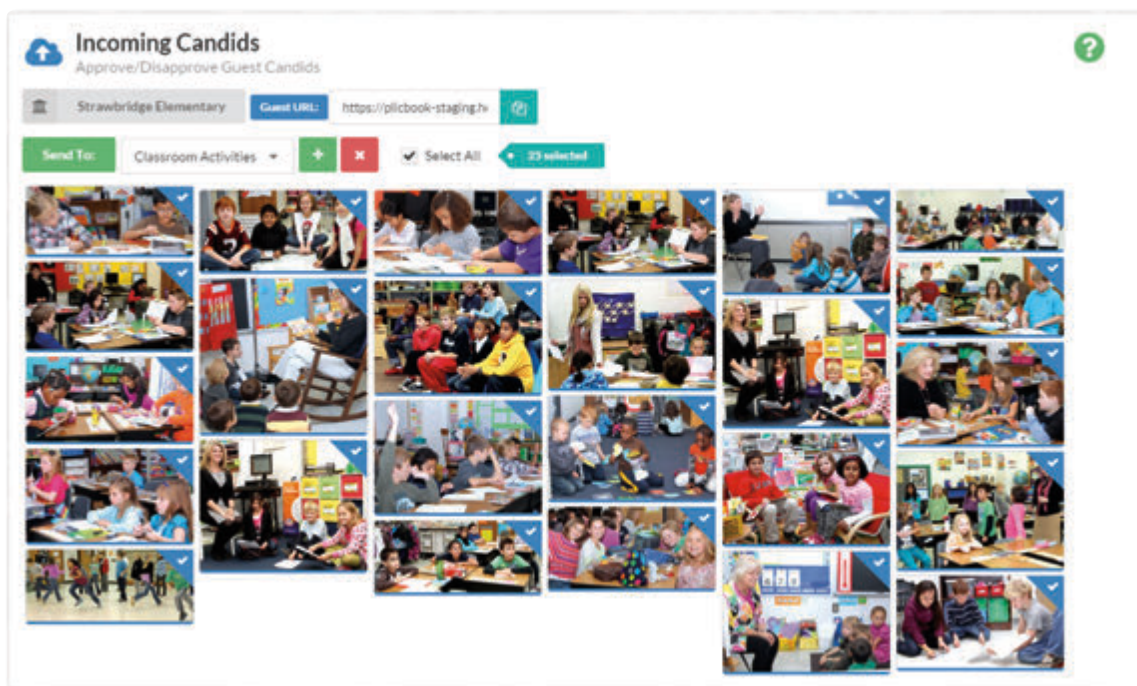
1. As your images are uploaded, you will see them displayed in your *Incoming Candids* screen. You can then organize them into different albums (**For Example:** *Farm Field Trip, Teacher Appreciation Day, Mrs. Smith's class, etc.*).
2. To create an album, click the green plus sign. Type in your Album name and click the green *OK* button. Or to cancel without saving, click the red *Cancel* Button.



The dialog box is titled "Create A Sub-Album". It contains a text input field labeled "Album Name" with the text "Classroom Activities" entered. At the bottom right, there are two buttons: a red "Cancel" button and a green "OK" button.

Note: To delete an album, click the red X button.

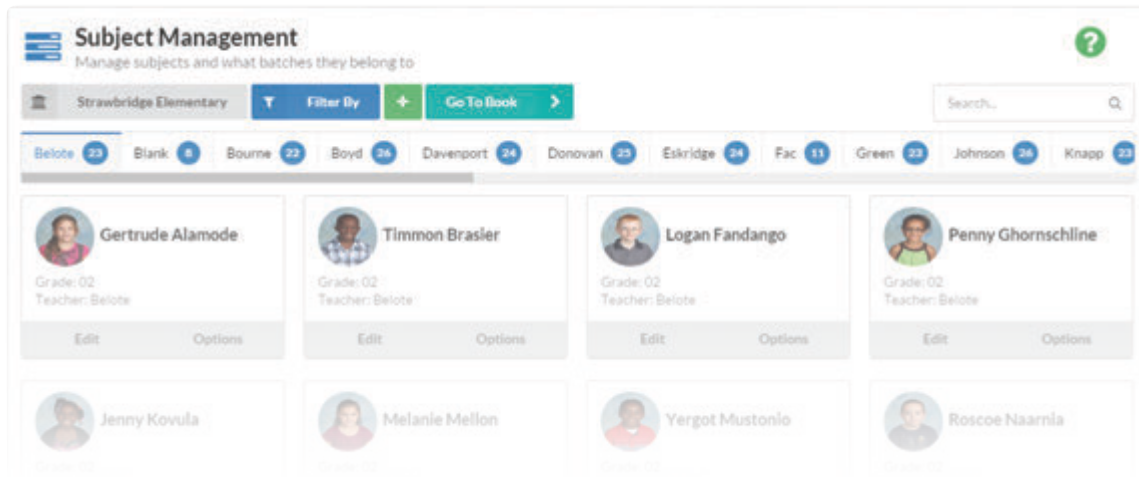
3. To move images into your album, click on the image until you see a blue check mark in the top right hand corner. Select which album to move them into under the drop down and click the green *Send To* button.



Your candid images are now uploaded and organized so you can add them to your *Candid Layout* sheets in your yearbook!

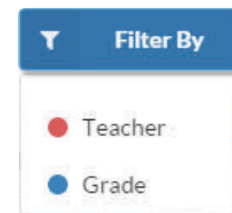
Subject Management

Your PLICBooks account should already be pre-loaded with images and data from your lab.



Your subjects listed under *Subject Management* will be batched by *Teacher*. To change your batch from *Teacher* to *Grade*:

1. If you have more than one Yearbook available, ensure you are looking at the correct project by selecting the project name on the gray button.
2. Change your batching from *Teacher* to *Grade* by clicking the blue *Filter By* button and select *Grade*. You will get a warning saying you are going to recreate your batches. Click the green *OK* button.
3. You will now see a preview of all your subjects with the headers by *Grade* rather than *Teacher*. To change this back, simply select *Teacher* from the filter again.



Note: Keep in mind this will destroy any pages you have previously worked on and recreate them.

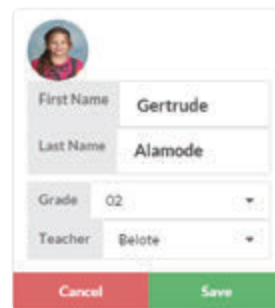
4. To move subjects from one batch to another, simply drag their image to the corresponding batch title. You will get a pop up asking if you want to *Copy* or *Move* your subject. Choose the option that best suits you.

Note: To move a group of subjects at one time, simply hold down the CTRL key and select each student you wish to move before dragging.

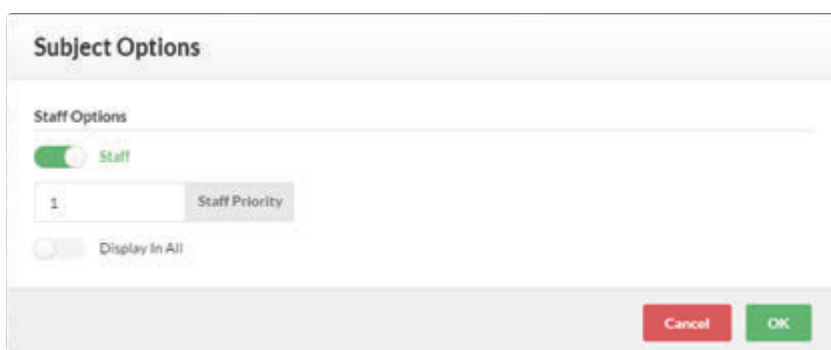
Subject Management Options

You have the ability to edit your subjects from the Subject Management Screen. Your options are:

Edit – Click this option to change any Name spellings. You can also select a different Grade and Teacher field from the corresponding drop down menus. Any changes made will be highlighted in blue. Click Save to save your changes or Cancel to exit without saving.

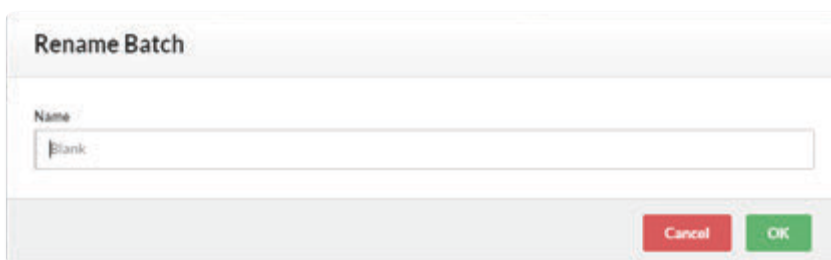
A form for editing a subject. It includes a circular profile picture of a woman. Below the picture are two text input fields: 'First Name' with the value 'Gertrude' and 'Last Name' with the value 'Alamode'. Below these are two dropdown menus: 'Grade' with '02' selected and 'Teacher' with 'Belote' selected. At the bottom are two buttons: 'Cancel' (red) and 'Save' (green).

Options – Click this option to specify *Staff* members, the *Staff Priority* (which number they are listed on the page) and whether you want this subject to *Display In All batches*. Click *OK* to save your changes or *Cancel* to exit without saving.

A form titled 'Subject Options'. It has a section 'Staff Options' with a toggle switch labeled 'Staff' that is turned on. Below the toggle is a text input field with the value '1' and a label 'Staff Priority'. Below that is a toggle switch labeled 'Display In All' that is turned off. At the bottom right are two buttons: 'Cancel' (red) and 'OK' (green).

Note: Once a subject has been listed as Staff, a red star icon will appear in the top right hand area of their record.

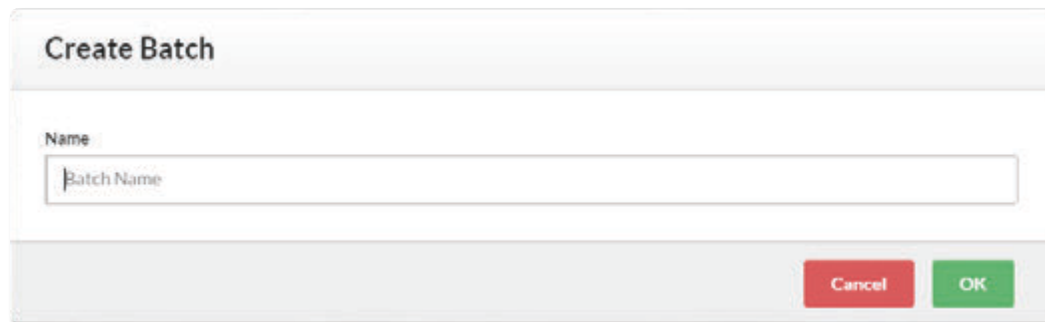
Edit Batch Names – To change the name of your batch, or to delete an entire batch hover over the batch name and select either *Rename* or *Delete*. To *Rename* type in the new name of the batch and click *OK* to save. Click *Cancel* to exit without saving. *Delete* will completely remove this batch from the job.

A form titled 'Rename Batch'. It has a text input field labeled 'Name' with the value 'Blank'. At the bottom right are two buttons: 'Cancel' (red) and 'OK' (green).

Adding New Batches

You can manually add new batches in PLICBooks if this information was not included in the previous upload by your lab.

1. Click the green plus sign in your *Subject Management* toolbar.
2. Type in your *Batch Name*.



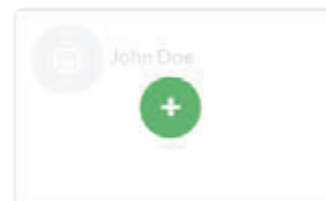
The 'Create Batch' dialog box has a title bar with the text 'Create Batch'. Below the title bar is a text input field with the placeholder text 'Batch Name'. At the bottom right of the dialog box are two buttons: a red 'Cancel' button and a green 'OK' button.

3. Click *OK* to save and close or click *Cancel* to close without saving.

Adding New Subjects

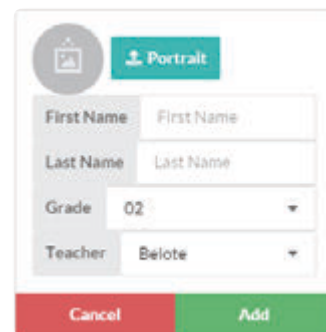
You can manually add new Subjects in PLICBooks if this information was not included in the previous upload by your lab.

1. Click the green plus sign at the bottom of your selected batch to start adding a new subject.
2. Click the teal *Portrait* button to upload an image of the subject.
3. Enter the subject's data in its entirety in the correct fields.



Note: The Grade and Teacher will auto populate for the batch you are in.

4. Click the green *Add* button to save and close, or click the red *Cancel* button to close without saving.



The 'Add Subject' form includes a 'Portrait' button with a camera icon. Below this are four input fields: 'First Name', 'Last Name', 'Grade' (with a dropdown arrow), and 'Teacher' (with a dropdown arrow). At the bottom are two buttons: a red 'Cancel' button and a green 'Add' button.

Searching Subjects

To search all your batches for a specific subject, type the subject's name in the search bar at the top right corner of your screen. Your results will show everyone listed with that name, and the name of which batch they are listed under. From here you can *Edit* their data or change their *Options*.

Storyboard

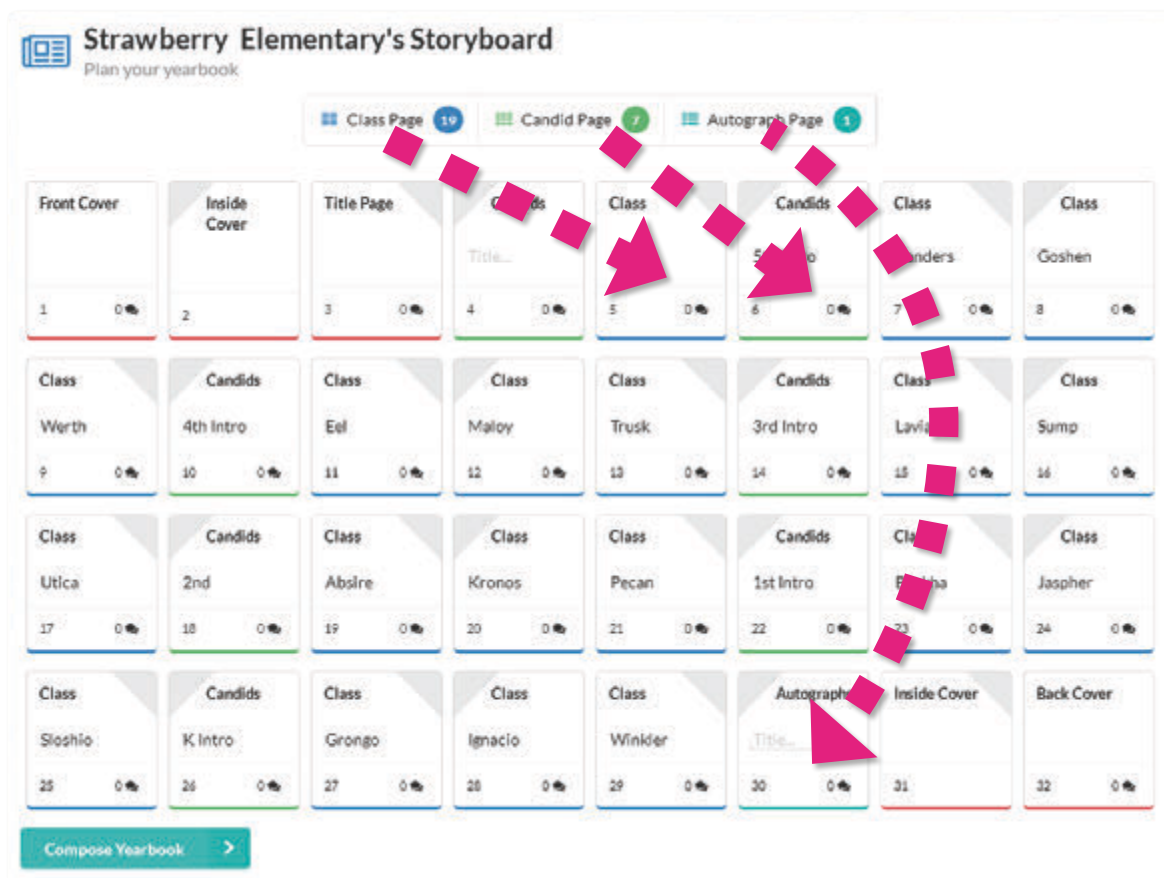
When you are ready to start building your book, click the *Go To Book* button. The first time you do this, you will be brought to the *Storyboard* screen.

Go To Book



The Storyboard allows you to plan and create a page framework on which to build your book. Your blank storyboard will display the number of pages that you are contracted for with the front and back cover at either end. Use the following options to add the details of the intended content of the pages and ultimately make your design task easier.

Designate Pages – Drag and drop from the three choices in the bar above the storyboard pages to designate a page as a Class Page, a Candid Page, or an Autograph Page. Once a page is designated, PLICbooks will automatically display the appropriate content albums when you are working on a page.



Title Pages – Simply click in the *Title* field of any of the pages to type in the title of a page. The title will appear in a text box at the top of that page in the workspace making the page easy to indentify. The title can easily be edited or deleted.

Comments – This feature allows you to attach notes or instructions which can be reviewed while working of a page. This is usefull if there is going to be more than one person working on a book. Click the *Comments* icon located in the bottom right corner of a storyboard page to open a Comments tab. Type your comment in the provided field. You will be able to access the comment by clicking the *Comments* icon in the top corner of a yearbook page.



Strawberry Elementary's Storyboard

Plan your yearbook

Class Page

19

Candid Page

7

Autograph Page

1

Front Cover	Inside Cover	Title Page	Candids	Class	Candids
1	2	3	4	5	6
Class	Candids	Class	Class	Class	Candids
Werth	4th Intro	Eel	Maloy	Trusk	3rd Intro
9	10	11	12	13	14
Class	Candids	Class	Class	Class	Candids
Utica	2nd	Absire	Kronos	Pecan	1st Intro
17	18	19	20	21	22
Class	Candids	Class	Class	Class	Autographs
Sloshlo	K Intro	Grongo	Ignacio	Winkler	Title...
25	26	27	28	29	30

Compose Yearbook

>

Comments

Leave a spot for a Fun Day Candid

Add Comment

When you have finished setting up your storyboard, click *Compose Yearbook* to continue on to building your yearbook.



Building Your Yearbook

Once you have all your subjects set up properly under the correct batches, you are now ready to move on to build your yearbook! To access your Yearbook template, click the *Go To Book* button from your *Subject Management Screen*.

Go To Book



Note: If you have more than one project available, you can also access your yearbook from your project screen. Click the green Yearbook button to access your Yearbook template.

> Yearbook



Themes

Themes are page designs that your lab has provided you to help design your yearbook. To use a theme:

1. Access your *Themes* from your dropdown menu to the top right of your screen.
2. Scroll through your available designs until you find the one you like.
3. Drag and drop this design onto your working page of your yearbook.

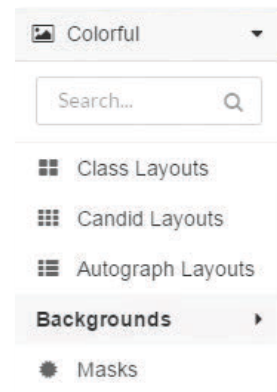
Note: If your cover page does not update, this is because your lab has designed a cover for you and has disabled the ability to edit this.



Page Options

After you have applied your theme to your entire book, you can then customize each page individually.

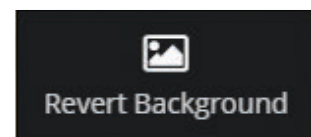
Backgrounds – To change the background on the page you are working on, select *Backgrounds* from your top left menu. Locate the background you wish to use and drag it onto your working page.



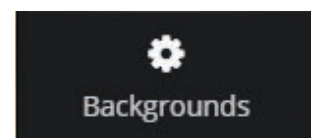
Options - Found on the top corner of your page, clicking this icon will display your different page options.



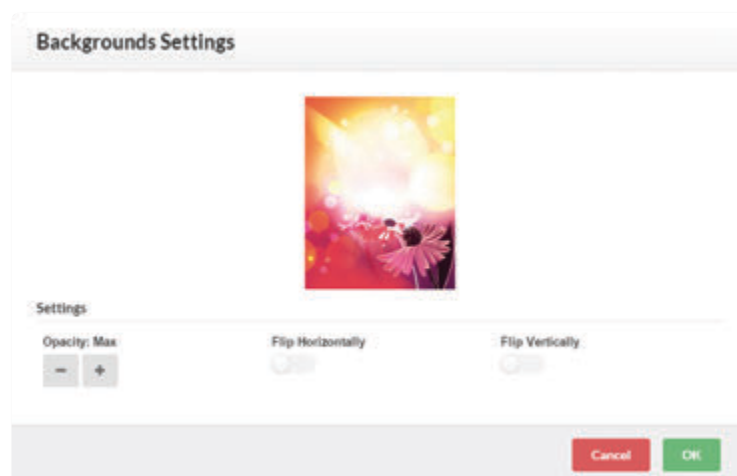
Revert Background – If you selected a new background by mistake and you wish to revert back to your original theme, click *Revert Background*.



Backgrounds - To change the settings on your current background, click *Backgrounds*. From here you have a couple different settings options:

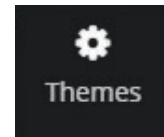


- **Opacity** – Click the plus or minus sign to intensify or decrease the opacity on your image.
- **Flip Horizontally** – To change the orientation of your background image to be horizontal, slide the *Flip Horizontally* button until it is green.
- **Flip Vertically** – To change the orientation of your background image to be vertical, slide the *Flip Vertically* button until it is green.



Title Page – The title page will differ from other pages in its *Options* menu.

Themes - If the title page is set to a theme, the *Options* menu will display a **Themes** button. This button will open the same Background Settings window.



Backgrounds - If a background has been dropped on the *Title Page*, the *Backgrounds* and *Revert* buttons will appear and function the same as on other pages.

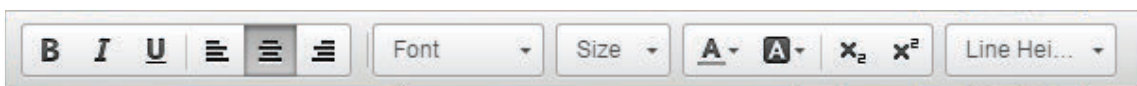
Comments – To add comments, or view any comments made, to a specific page click the *Comments* icon found on the top corner of your page.



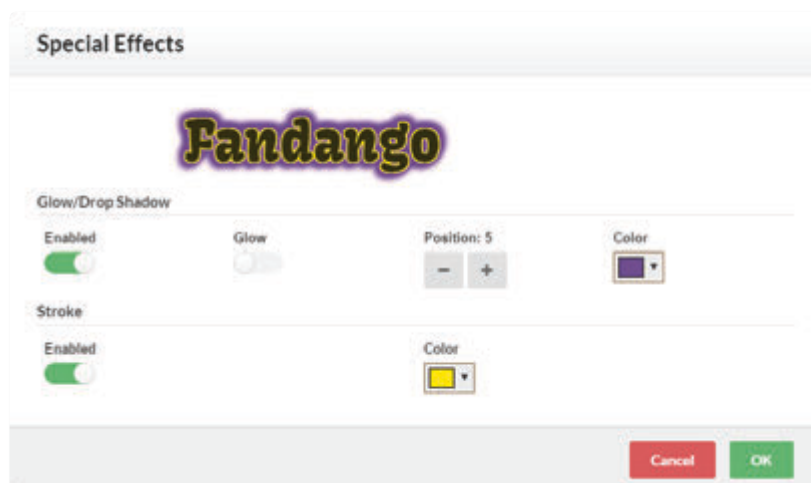
Adding/Editing Text Objects

To add a text object, simply double click where you want the text object to appear. You can then highlight and replace the words “Type Here” with whatever text you want to appear. If placed on a page with subject images, these images will automatically adjust around your text object. You can also edit any text object that is already listed on your page. Your editing options are:

Font Options – Your font options allow you to change the style, size, type and color of your font. Simply highlight your text and make your selections.



Special Effects - To open your special effects options, simply click the green *Special Effects* button. See descriptions on next page.



Special Effects continued

Glow/Drop Shadow – Enable this to put a glow or a drop shadow around your text. Choose which color you would like from the **Color** button. You can make the position larger or smaller by clicking the plus and minus signs.

Stroke – Enable this to put a stroke around your text. Choose which color you would like from the **Color** button.

Reposition/Resize – Simply move your text box around to reposition and resize your text box. The objects surrounding the text box will move to adjust to the changing size. To have a larger “blank” area around your font without changing the size of your font, click the yellow **Manual Text Box Sizing** button.



Rotate – Click and hold this button and rotate your text box to the desired position.



Layer Text – To move your text on top of another object, or behind another object, select the corresponding buttons at the bottom of your text box. The *up arrow* layers on top, the *down arrow* layers below.



Remove Text Box – To completely remove your text box from your page, click the red X button.



Adding/Editing Clipart

To add clipart objects to your page, hover over the clipart menu item in the top right menu options. From here, you will see different categories open up. Choose which category you would like to browse through. You can also Search for specific clip art by typing a keyword in the search field. For example: Typing in “Dog” will show all dog clip art items in your drop down menu. Once you find the perfect clip art to add your page, simply drag it to your working page. If placed on a page with subject images, these images will automatically adjust around your clip art. You can also edit any clip art you place on your page. Your editing options are:

Rearrange – to move your images, simply click on an image and drag it to a different position on the page.

Layer – To layer your images above or below another image, click either the blue up or blue down arrow.



Rotate – To rotate your image, click the green *Rotate image* button and drag your image to the proper rotation.



Crop – To crop your image, click the yellow Crop image and adjust your image accordingly.



Special Effects - To open your special effects options, simply click the green Special Effects button. Here you have the choice of:



Borders – To add a border around your image, slide the *Enabled* button until it is green. Choose your thickness and color of your border.

Drop Shadow – To add a drop shadow behind your image, slide the *Enabled* button until it is green. Choose your depth, intensity and color.

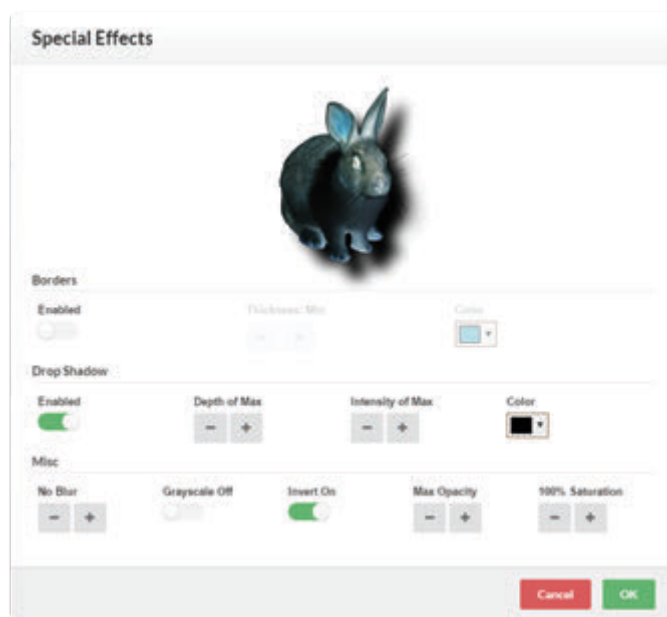
Blur – Click the plus or minus sign to intensify or decrease the blur on your image.

Grayscale – To make your image black and white, slide the *Grayscale Off* button until it is green and indicates *Grayscale On*.

Invert – To invert your image, slide the *Invert Off* button until it is green and indicates *Invert On*.

Opacity – Click the plus or minus sign to intensify or decrease the opacity on your image.

Saturation – Click the plus or minus sign to intensify or decrease the opacity on your image.

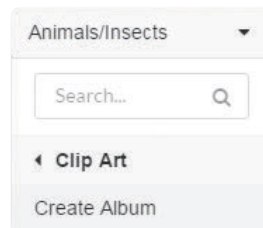


Once you have finished your Special Effects selection, click the green OK button to save. Or click the red Cancel button to exit without saving.

Uploading Candid Images

On top of having your class images to display in your yearbook, you can also upload candid images of happenings throughout the school year to display in your book. To add these images:

1. On the top right drop down menu, change your selection from *Clip Art* to *Create Album*.
2. Type in an Album Name and click the green *OK* button to save, or click the red *Cancel* button to exit without saving.

A screenshot of a 'Create An Album' dialog box. It has a title bar that says 'Create An Album'. Below the title bar is a text input field labeled 'Name' with the placeholder text 'Album Name'. At the bottom right of the dialog are two buttons: a red 'Cancel' button and a green 'OK' button.

3. Click the blue *Add Images* button at the bottom right hand corner of your screen.
4. Your *Create an Album* menu will be displayed. Click the green *Select Files* to upload individual photos, or click the green *Select Folder* to upload an entire folder of images. Browse out to your selection and click OK.

A screenshot of a 'Create An Album' dialog box. It has a title bar that says 'Create An Album'. Below the title bar is a progress bar with three steps: 1. Choose Files (Select files to upload), 2. Setup (Prepare settings for upload), and 3. Upload (Submit upload queue). Below the progress bar are two buttons: 'Select File(s)' and 'Select Folder', separated by an 'or' button. To the right of these buttons is a checkbox labeled 'Also include files within sub-folders'. At the bottom right of the dialog is a green 'Close' button.

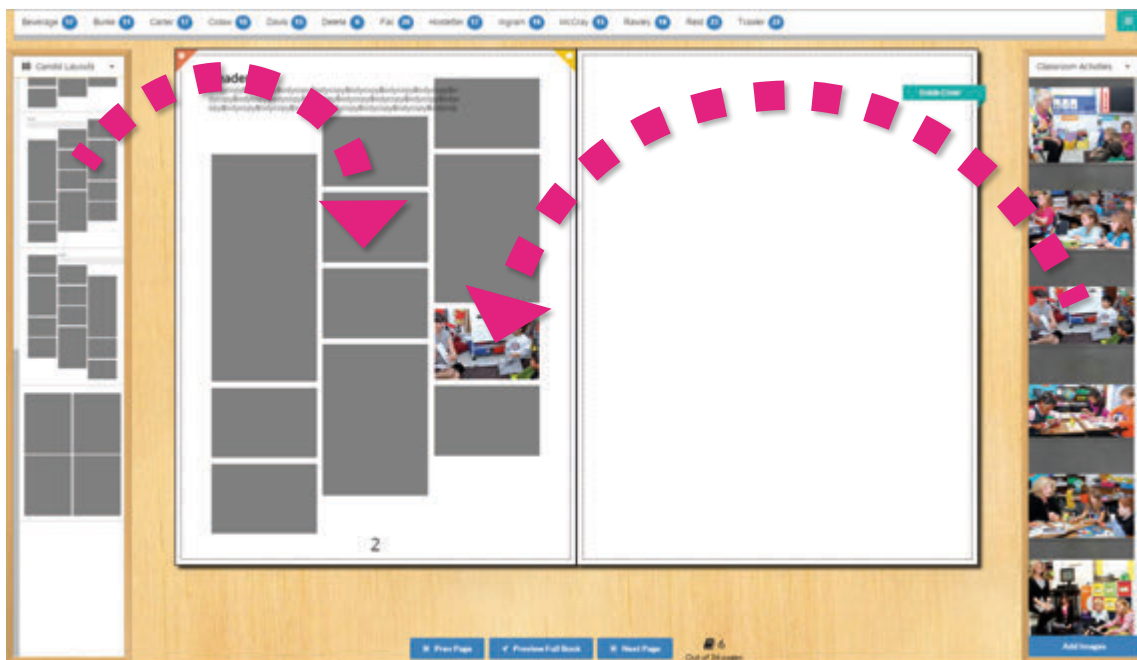
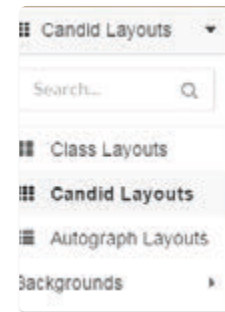
Note: To bring in all sub-folders within a folder, check off "Also include files within sub-folders"

5. Click the green *Start Uploading* button to start uploading your images to your album. Or click the green *Close* button to exit without uploading.
6. You will get a notification letting you know when your upload is complete.

Candid Layouts

PLICBooks offers several different ways to layout your Candid Images on pages in your yearbook. To utilize this option:

1. On the top left drop down menu, select the Candid Layouts option.
2. Find a layout you like from the menu to the right on how to have the images laid out on your page and drag/drop onto your blank working page in your yearbook.
3. Choose whether to place your Candid Layout before or after your current page.



Note: You can change your selection easily by selecting a different layout and dropping it onto your page.

4. If you chose the *Collage* layout, you will get a *Create Collage from Candid* screen. Select Candid Photos from your drop down and select all the images you wish to include on your Candid Layout and click the green OK button. Or click the red Cancel button to exit without saving. Otherwise, fill the template by dragging photos from an album into the layout frames.

Note: Any photo selection can easily be changed by dragging a new selection from a album into the desired frame.

5. Once images have been placed in a candid layout, all of the frames can be rearranged, layered, rotated, cropped, and have any special effects applied to them the same as any other candid images.

Class Layouts

To start adding your class pictures to a page, simply locate the batch you wish to add at the top of your page and drag that name to the page you are working on. You can then modify the portrait panel by applying the following options:

Choose a Class Layout - The *Class Layouts* list will appear on the left side of the screen. Choose a layout and drag it to your working page.

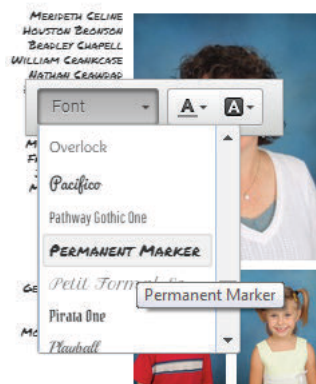


Change Column/Image Size - To change how large your class images are displayed on the page, simply mouse over your portraits and select *Small*, *Medium* or *Large*. Or you can customize how many columns are on the page by clicking the orange *Custom Size* button and typing the number of columns you wish to see.



Change Font/Font Color - To change the font and font color of the subject's names, simply click on one of the names to get the options toolbar to pop up. Once a change has been made here, it will update for everyone.

Note: Font size is not an option – PLICBooks will adjust the subject's name automatically to fit in the space provided.

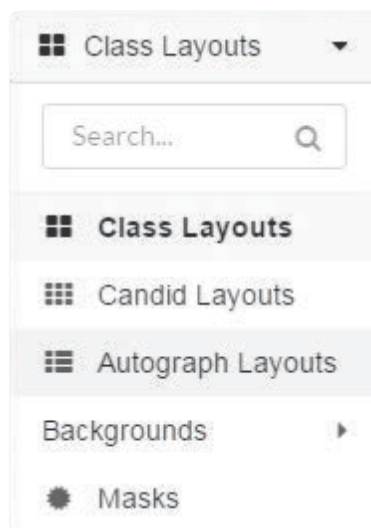


Masks - To add a mask around each subject image on your page, select *Masks* from the top left drop down menu. Once you locate a mask you like, drag it onto your working page.



Autograph Layouts

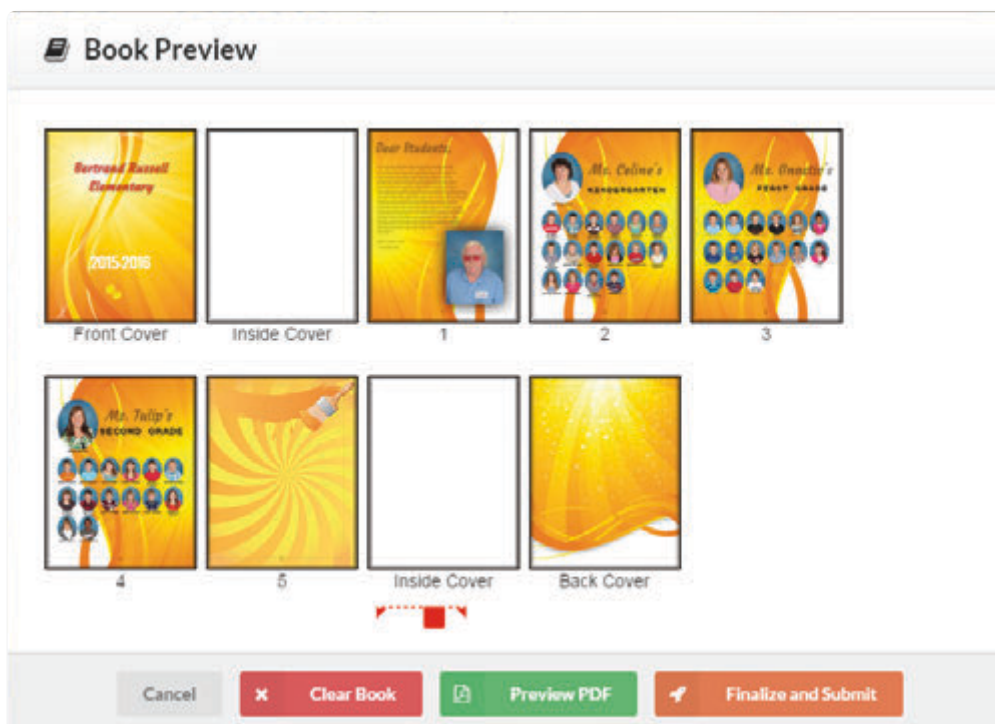
To add a blank page for your student's to receive autographs from their peers, select the *Autograph Layouts* option from the top left drop down menu and drag this to a blank working page.



Previewing Your Book

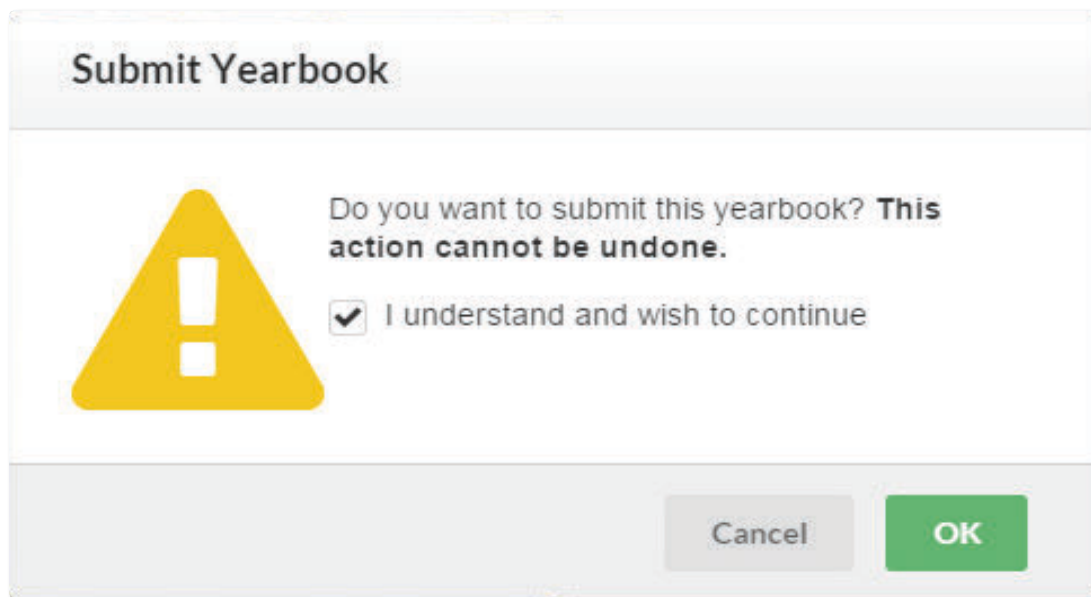
Once you have all your pages set up, you can do a quick preview by clicking the *Preview Full Book* button. This will show you a preview of each page in the order that they are in. If no notice a page out of order, simply drag it to its correct position to reorder. Your other options here are:

1. **Clear Book** – Use this option to completely delete everything you have created and to start over from the beginning.
2. **Preview PDF** – This will allow you to download a low-resolution version of a PDF to preview your yearbook.
3. **Finalize and Submit** – Select this option only when your yearbook is complete and you are ready to submit to your lab for printing.



Submitting Your Book

Once you click *Finalize and Submit* you will get a notification stating that this action cannot be undone. If you are absolutely finished with your book and have no further edits to make, check I understand and wish to continue and click the green *OK* button. Or press *Cancel* to return to your editing functions. Once submitted, you can check on the status of your yearbook with your lab by visiting your schools main menu.



Notes

